

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

08 May 2013

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #13-048

POSITION: Supervisory Supply Technician (D0914000) (GS-2005-08)
EXCEPTED POSITION

LOCATION: Deputy Chief of Staff, Aviation (DCSAV), AASF, Bangor, Maine

SALARY RANGE: \$42,960 to \$55,844 per annum

CLOSING DATE: 22 May 2013

AREA OF CONSIDERATION:

First consideration will be given to all qualified permanent and indefinite MEARNG Enlisted Technicians (**E-6 and Above**) who apply. In the event no selection is made from the initial Promotion and Placement Certificate, concurrent consideration will be given to qualified MEARNG (**E-6 and Above**) Enlisted personnel who apply.

DUTIES: See attached duties and responsibilities.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Experience in clerical or office work such as maintaining records; screening, reviewing, and verifying documents; searching for and compiling information and data; or work involved in the physical handling of supplies and equipment, provided this gave the candidate some general knowledge of supply transactions and regulations, procedures, identification codes, etc.

SPECIALIZED EXPERIENCE: Must have eighteen (18) months experience, education, and/or training which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

1. Ability to plan, organize, review, evaluate, and supervise the various work processes of an Aviation Material Management section.

2. Knowledge of standard methods of receipt or material order documentation control and material processing.
3. Knowledge of policies and regulations regarding storage space controls, stock location systems, layouts, and storage techniques.
4. Knowledge of regulatory requirements governing the accounting for government property.
5. Knowledge of how to fill out, post, file, control, or code supply documents or transactions.

COMPATIBILITY CRITERIA: CMF 15, 67, 91, 92

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:

Appropriate military training courses will be credited on a month for month basis. **In order to receive credit for military training courses, applicants must list starting and ending dates.**

SELECTED RESERVE INCENTIVE PROGRAM (SRIP): Non-Technician Maine National Guard personnel who are SRIP participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped if selected as a permanent military Technician. Applicants should contact the MEARNG Incentive Manager at 430-5922 to determine any possible termination and/or recoupment actions that may result from accepting this position.

POTENTIAL ADMINISTRATIVE FURLOUGH: A temporary non-duty, non-pay status, is being proposed under the authority of TPR 715 and the Budget Control Act of 2011. Selected/hired individual may be subject to the pending government furlough.

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled "Technician Vacancy Announcement Guide" which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the "TPVA".

Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date.

Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: ng.me.mearng.list.hro-applications@mail.mil.

APPOINTMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6017/COM (207) 430-6017 FAX: DSN 626-4246/COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

///S\\
CRAIG P. BAILEY
MSG, MEARNG
Human Resources Specialist
(Recruitment & Placement/Compensation)

D0914000

a. INTRODUCTION:

This position is located in the Aviation Materiel Management section of an Army Aviation Support Facility (AASF). Its purpose is to plan, organize, review, evaluate, and supervise the various work processes of the section. The position also provides supply support for aviation maintenance. The position serves as the property book custodian. Manages materiel, resource tracking (Depot Level Repair (DLR)/Class 9 (CLIX), special Test Measurement and Diagnostic Equipment (TMDE)/tool transactions and performs administrative oversight of hazardous material accountability.

b. DUTIES AND RESPONSIBILITIES:

(1) Supervises subordinates that are performing materiel management, resource tracking (DLR/CLIX), special TDME/tool transactions and hazardous material accountability. Establishes priorities, assigns work and revises assignments, based on abilities and special qualifications of employees. Establishes performance standards/goals and evaluates performance of subordinates based on attainment of those standards/goals. Establishes written instructions and procedures to clarify published guidelines for handling complex assignments. Ensures that quantity and quality of work performed are acceptable.

(2) Performs property book operations in the areas of inventory and storage management and equipment coordination. Ensures the property book sections periodically perform a visual inventory of all items. Maintains property book accountability utilizing an automated or manual supply accounting system. Establishes hand receipt files and maintains accountability by the use of hand receipt listings. Assures that all authorized property is on hand or has been requisitioned. Coordinates the assignment and transfer of inventory. Schedules, directs and conducts periodic inspections, to insure stock items are serviceable, properly stored, accounted for and maintained. Initiates Reports of Survey when required. Establishes internal supply Standard Operating Procedures (SOP) for the AASF.

(3) Establishes quality edit procedures and oversees the edit of all documents. Ensures that documents are accurate prior to entry into the automated or manual supply accounting system. Establishes administrative procedures and oversees the flow of documents and reports through the Property Book Officer (PBO) to assure complete, accurate and timely submission of data.

(4) Reviews and analyzes listings and reports produced by the automated system to resolve problems on error listings, and provide guidance to assigned personnel. Performs analysis of the property accounting and equipment status reporting system, to assure data provided is complete, accurate and timely.

(5) Coordinates with the United States Property and Fiscal Office (USPFO) for the lateral transfer and/or turn-in of excess property. Analyzes proposed transfer/turn-in action and its impact on readiness. Coordinates annual supply reconciliation with the USPFO. Coordinates the processing of backorder reconciliation and equipment status profiles. Develops supply budget estimates based on past experience and anticipated workload and provides input to the AASF budget.

(6) Implements regulatory safety and health requirements and ensures that subordinates wear appropriate safety equipment and follow pertinent safety precautions.

(7) Establishes procedures for management of calibration, testing of TMDE, and monitors tool room operations, to include accounting for, issuing and replacing tools.

(8) Provides supervision over the Materials Examiner and Identifier who is responsible for the hazardous materials program (i.e., inspecting, receiving, sorting, accounting and classifying explosives, toxic chemicals, flammables, gas cylinders, radioactive material, and hazardous waste).

(9) May be required to provide supervision over the receipt, storage, transfer, issue, and accounting for bulk petroleum products.

(10) Performs other duties as assigned.